

AIR FORCE CORE PERSONNEL DOCUMENT

ORGANIZATION:	10CEG/510CES/CEF	NUMBER:	04X48
SUPV LEV CODE:	1	COMP LEV CODE:	067A
TARGET GRADE:	GS-8	FLSA:	NON-EXEMPT
JOB SHARE:	N	CAREER PROG ID:	NA
SENSITIVITY:	NONCRITICAL-SENSITIVE	BUS:	INELIGIBLE
EMERGENCY ESS:	N	DRUG TEST:	Y
KEY POSITION:	N	POSITION HIST:	UPDATES 04X48, 4-13-94

CLASSIFICATION:	SUPERVISORY FIREFIGHTER, GS-0081-08
DUTY TITLE:	STATION CHIEF

ORG & FUNC CODE:	ECY	CIVIL ENGINEERING
1ST SKILL CODE:	75% ABWPDH	FIREFIGHTER, STRUCTURAL
2ND SKILL CODE:	25% ABWPDJ	FIREFIGHTER, AIRFIELD
3RD SKILL CODE:	%	

CLASSIFIED BY: RON DALE

CLASSIFIER SIGNATURE

DATE

SUPERVISOR'S CERTIFICATION:

I certify that this Core Personnel Document is an accurate statement of the major duties, knowledges, skills, and abilities, responsibilities, physical and performance requirements of this position and its organizational relationships. The position is necessary to carry out government functions for which I am responsible. This certification is made with the knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds and that false or misleading statements may constitute violations of such statutes or their implementing regulations.

SUPERVISOR: ERNST R. PIERCY

SUPERVISOR'S SIGNATURE

DATE

CERTIFICATION:

Rater/Supv.				
Date				
Reviewer				
Date				
Employee*				
Date				

*Signature acknowledges receipt. It does not indicate agreement/disagreement.

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PURPOSE OF POSITION AND ORGANIZATIONAL LOCATION:

The organizational goals or objectives of this position are: Serves as a member of a fire fighting crew, performing duties related to the protection of life, the environment and property. Directs the actions of his/her assigned crew during emergency situations. Participates in and directs the inspection and maintenance of fire fighting vehicles and mounted equipment. Acts as a first responder to hazardous materials incidents.

The organizational location of this position is: USAF Academy CO
10th Air Base Wing
10th Civil Engineer Group
510th Civil Engineer Squadron
Fire Protection Flight.

ORGANIZATIONAL GOALS OR OBJECTIVES:

The organizational goals or objectives of this position are: Manages all activities relating to fire prevention, protection, and aircraft rescue. Performs all phases of fire protection planning and engineering, inspection and prevention, fire fighting, and related rescue services. Provides administration involved in maintenance of fire incident and operations records and reports. Performs duties of Direct Reporting Unit Fire Protection Manager.

DUTY 1:	40%	XX Critical	Non-Critical
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Supervises activities of shift personnel at respective fire stations.

STANDARDS:

- A. Plans work schedules and the sequence of operations on a regular basis to assure an even flow and distribution of work and the meeting of schedules and deadlines. This includes daily requirements for station and vehicle maintenance and standby details and ensuring employees meet appointments.
- B. Directs training to ensure crews are adequately trained for their mission; assigns subordinates to tasks that ensure equipment is properly maintained and inspected; breaks out tasks to provide new employees with the experience and training required to perform the work; follows through to ensure proper completion of the task.
- C. Plans for sufficient amount of supplies and makes recommendations concerning the replacement of equipment and the maintenance and safety of facilities.
- D. Performs the following in a timely manner and according to applicable instructions and established policies: Informally recommends promotions, reassignments, or other status changes of assigned personnel; sets performance standards and provides appraisals of employee performance; maintains discipline and takes disciplinary action for assigned personnel, referring more complex cases to the supervisor.
- E. Reviews with all assigned personnel the affirmative action goals and equal opportunity requirements consistent with mission requirements and IAW with local policies and instructions.
- F. Assembles station personnel for roll call and other times as necessary to give any additional information or instructions to ensure a smooth operation of the station.

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- G. Coordinates leave schedules of assigned personnel IAW local policies and instructions. Ensures minimum staffing levels are maintained at all times to adequately support the mission.
- H. Ensures that members do not go off duty until properly relieved or until arrangements have been authorized by the Assistant Fire Chief.
- I. Works harmoniously with employees and supervisors during day-to-day activities and during emergencies in a manner that prevents complaints.
- J. During periods of staffing shortages, may be required to perform duties as Assistant Chief for Operations.

KSA: 1, 2, 3, 4, 5

DUTY 2:	25%	XX Critical	Non-Critical
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Acts as a crew chief, responding with assigned personnel to emergencies, exercises and special details.

STANDARDS:

- A. Ensures crew responds to emergencies with proper protective equipment; demonstrates ability to perform proper evaluation of emergency, manpower, equipment, and agent availability during actual and exercise responses on a day-to-day basis.
- B. Assumes command if first to arrive on the scene of an emergency, initiates proper procedures covering initial attack and rescue operations, relays information, and positions incoming vehicles as required until relieved by a senior fire official. Directs crew in positioning ladders, exposure protection, etc., as demonstrated during emergencies and exercises IAW local policies, Standard Operating Procedures and instructions.
- C. During emergency responses, is watchful for evidence that may lead to a cause of the incident and reports findings to supervisor in a timely manner.
- D. Acts as a first responder to hazardous materials accidents/incidents following appropriate instructions and Standard Operating Procedures.
- E. Acts as a Sector Officer, assigning fire fighters to specific positions during emergencies to ensure posts are adequately covered to control and extinguish fires. Transmits orders from the senior fire official, ensuring that orders are carried out.
- F. Maintains order among groups of persons in emergency situations to ensure work is accomplished effectively.

KSA: 1, 2, 3, 4, 5, 6

DUTY 3:	10%	XX Critical	Non-Critical
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Maintains administrative files, reports, time cards, reference materials and fire station records.

STANDARDS:

- A. Maintains assigned station administrative records, personnel files, Technical Orders, Air Force Instructions, and training reports.

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B. Documents time cards to reflect annual leave, sick leave, overtime, hours worked, etc., IAW established policies. Posts time cards in computer based reporting system.

KSA: 2, 3, 4, 5

DUTY 4:	10%	XX Critical	Non-Critical
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Ensures compliance with all aspects of job safety in area of responsibility with special emphasis on vehicle safety, job safety training, mishap reporting, use of personal protective equipment, and the physical fitness program.

STANDARDS:

- A. Provides sufficient quantities of proper personal safety equipment and enforces their usage. Conducts initial and recurrent safety and health briefings for all personnel.
- B. Uses, maintains and stores protective equipment according to Standard Operating Procedures. Directs subordinates to use personal protective equipment to assist in preventing accidents.
- C. Formulates job safety training program for work area and provides training for employees as required. Places special emphasis on safe operation of all assigned vehicles.
- D. Reports job mishaps on the appropriate forms to the safety officer, according to locally established procedures.
- E. Participates and ensures participation in the mandatory physical fitness program, IAW locally established procedures.

KSA: 4, 5

DUTY 5:	10%	XX Critical	Non-Critical
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Performs a variety of technical duties related to the fire department.

STANDARDS:

- A. Briefs personnel on fire prevention practices as directed by management.
- B. Regularly inspects building for fire hazards, and ensures response maps and pre-incident plans are updated in a timely manner.
- C. Ensures required annual testing of all equipment, including fire hose, ladders, vehicle pumps, rescue ropes and equipment, etc.
- D. Monitors maintenance of fire station facilities and grounds to ensure a professional appearance.

KSA: 1, 2, 3, 4, 5

DUTY 6:	5%	Critical	XX Non-Critical
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Adheres to appropriate personal appearance and grooming standards.

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STANDARDS:

- A. Maintains appropriate grooming standards and wears the prescribed uniform in accordance with Air Force Instructions and appropriate Fire Department Operating Instructions.
- B. Ensures personal grooming habits do not affect the proper wear of personal protective equipment, in accordance with Air Force Instructions and appropriate Fire Department Operating Instructions.

KSA: 3, 5

Other significant facts pertaining to this position are:

- A. Prior to being placed into this position, the individual must have the following International Fire Service Accreditation Congress Certifications: Fire Officer II; Fire Instructor I; HAZMAT Incident Command.
- B. Area of responsibility consists of 18,325 acres of forested and mountainous terrain, bordered on the west by Pike National Forest. Six hundred fifty-five acres at Farish Memorial Recreational Area is located approximately 30 miles from the Air Force Academy. The daytime population of the Academy consists of approximately 14,500 civilian, military and military dependents, as well as up to 4,000 cadets. Additionally, one and a half to two million visitors pass through the Academy grounds annually. The fire danger and potential loss due to natural cover fire with forests in a dry climate and high winds is high to extreme. A major fire in the forest could eliminate the two electrical substations, communications, housing areas and all outlying buildings in the forest. Structures range from one to six stories in height. Most structures have interconnected tunnels with mechanical systems such as high pressure steam lines carrying 400⁰ temperatures, electrical equipment and miscellaneous storage. Maintenance personnel in the underground tunnels add to the responsibility of the fire department where rescue in the event of explosion or shock may occur. Other structures house classrooms where experiments are conducted with chemicals, rocket fuels, a high energy ozone generator, etc., presenting explosion and conflagration hazards. Dormitories house 2,000 or more cadets in each facility. These complex facilities also incorporate warehousing, retail sales, computer rooms, industrial repair shops, hobby shops, a medical facility and below ground mechanical rooms. Three public schools accommodate over 2,000 students ranging from elementary through high school. The child care facilities contain up to 205 children per day. There are some warehouse storage activities characterized by high rack storage exceeding sixteen feet without in-rack sprinkler protection. Historical facilities and museums contain many priceless and one of a kind artifacts. There are up to 5,000 occupants in high rise facilities during daytime hours. The flight training program for cadets involves basic education in soaring, parachuting, and piloting powered and non-powered aircraft. Small aircraft take off and landings exceed 25,000 events per month. An additional responsibility consists of providing fire protection coverage and responding to emergency calls of military and civilian aircraft landing within a 25 mile radius to the north and east as provided by mutual aid agreements with other departments in the area. Two remote runways are located away from normal air traffic pattern of the Academy proper. Flying activities occur from six runways. A major north-south railroad system traverses the length of the installation carrying the standard variety of commercial and industrial cargo including flammable liquids and gases, highly toxic caustics, radioactive materials, Class A explosives, oxidizers and corrosives. Interstate 25 passes directly through the Academy in excess of seven miles. There is movement of approximately 35,000 hazardous materials shipments per day along the Interstate system. The fire department must also respond to accidents involving nuclear materials along this corridor.
- C. Is required to perform critical services regardless of weather conditions or base closure and will report to the duty station at the regularly scheduled reporting time.
- D. Must participate in offered Air Force schools, regional training seminars, and courses on job related subjects.
- E. Must participate in the mandatory physical fitness program.

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- F. Incumbent is subject to random drug testing.
- G. Incumbent is required to maintain a valid Colorado driver's license.
- H. Must complete and maintain Colorado Certification Training program for wildland fire fighting or Red Card certification.
- I. An Associate's Degree in Fire Science is desirable.
- J. Subordinates Supervised:

Lead firefighters	GS-0081-07	6
Firefighter	GS-0081-06	8
Firefighter	GS-0081-05	12
Fire Protection Specialist	3E751	14
Fire Protection Specialist	3E731	<u>14</u>
		54

This is the total number of positions supervised for four identical positions. Although the number and type of positions supervised vary slightly according to the particular shift and station assigned, each of the four positions supervises approximately 12 positions during each of these shifts.

- K. In accordance with HQ USAF Letter, dated 1 Nov 89, subject: Special Coverage of Law Enforcement and Firefighter Positions, the following statement will apply to this position (please see your SF-50 to see which retirement system you are under):

<u>Retirement System</u>	<u>Special Coverage Statement</u>
FERS	Position covered as a rigorous position under the Federal Employee's Retirement System (FERS) special retirement provisions (5 U.S.C. 8412 (d)). Authority: Department of Defense Memorandum dated 31 August 1989.
CSRS	Position covered as a primary position under the Civil Service Retirement System (CSRS) special retirement provisions (5 U.S.C. 8336 (c)). Authority: OPM letter dated 26 Jun 89.

RECRUITMENT KNOWLEDGES, SKILLS, AND ABILITIES

1. Knowledge of basic and specialized fire fighting including structures, aircraft, hazardous materials, natural cover, rescue, etc.
 2. Ability to communicate clearly and concisely in preparing written correspondence and reports.
 3. Ability to work with others and work calmly in stressful situations.
 4. Ability to supervise and/or perform crew leadership duties.
 5. Ability to follow instructions and use judgment to make decisions, sometimes under stress, that influence the effectiveness of the fire protection and prevention program.
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Factor 1, Knowledge Required

Level 1-5 (750 Points)

Knowledge (such as would be required through a pertinent baccalaureate educational program or its equivalent in experience, training or independent study) of basic principles, concepts, and methodology of a professional or administrative occupation, and skill in applying this knowledge in carrying out elementary assignments, operations or procedures. In addition to the practical knowledge of standard procedures, practical knowledge of technical methods to perform assignments such as carrying out limited projects which involves use of specialized, complicated techniques.

Factor 2, Supervisory Controls

Level 2-3 (275 Points)

The supervisor makes assignments by defining objectives, priorities, and deadlines; and assists the employee with unusual situations which do not have clear precedents. The employee plans and carries out the successive steps and handles problems and deviations in the work assignment in accordance with instructions, policies, previous training, or accepted practices in the occupation. Completed work is usually evaluated for technical soundness, appropriateness, and conformity to policy and requirements. The methods used in arriving at the end results are not usually reviewed in detail.

Factor 3, Guidelines

Level 3-3 (275 Points)

Guidelines are available, but are not completely applicable to the work or have gaps in specificity. The employee uses judgment in interpreting and adapting guidelines such as agency policies, regulations, precedents, and work directions for application to specific cases or problems. The employee analyzes results and recommends changes.

Factor 4, Complexity

Level 4-3 (150 Points)

The work includes various duties involving different and unrelated processes and methods. The decision regarding what needs to be done depends upon the analysis of the subject, phase, or issues involved in each assignment, and the chosen course of action may have to be selected from many alternatives. The work involves conditions and elements that must be identified and analyzed to discern interrelationships.

Factor 5, Scope and Effect

Level 5-3 (150 Points)

The work involves treating a variety of conventional problems, questions, or situations in conformance with established criteria. The work product or service affects the design or operation of systems, programs, or equipment; the adequacy of such activities as field investigations, testing operations, or research conclusions; or the social, physical, and economic well being of persons.

Factor 6, Personal Contacts

Level 6-2 (25 Points)

The personal contact are with employees in the same agency, but outside the immediate organization. People contacted generally are engaged in different functions, mission, and kinds of work and/or the contacts are with members of the general public, as individuals or groups, in a moderately structured setting (e.g. the contacts are generally established on a routine basis, usually at the employee's work place; the exact purpose of the contact may be unclear at first to one or more of the parties; one or more of the parties may be uninformed concerning the role and authority of the other participants).

Factor 7, Purpose of Contacts

Level 7-2 (50 Points)

The purpose is to plan, coordinate, or advise on work efforts or to resolve operating problems by influencing or motivating individuals or groups who are working toward mutual goals and who have basically cooperative attitudes.

Factor 8, Physical Demands

Level 8-2 (20 Points)

The work requires some physical exertion such as long periods of standing; walking over rough, uneven, or rocky surfaces; recurring bending, crouching, stooping, stretching, reaching, or similar activities; recurring lifting of moderately heavy items. The work may require specific, but common, physical characteristics and abilities such as above average agility and dexterity.

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Factor 9, Work Environment

Level 9-2 (20 Points)

The work environment involves moderate risks or discomforts which require special safety precautions, e.g., working around moving parts or machines, with contagious diseases or irritating chemicals, etc. Employees are required to use protective clothing such as masks, gowns, coats, boots, goggles, gloves, or shields.

CLASSIFICATION SUMMARY:

CLASSIFICATION STANDARD(S) USED: Fire Protection and Prevention Services, GS-081-09-91 (TS-108) (HRCD-S)
(NOTE: GSSG was not used in classifying this position. Grade levels are determined by GS-081 OPM JGS.)

Position File Name: V:/COREDOC/CE/04X48.doc

USAF Academy Free-Flow Format:

Date: November 1998